

11 February 1982

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Coordination of Television Techniques and Facilities

REFERENCE: Multi Adse Memo fr EXDIR, dtd 20 Jan 82, same subj

1. In order to accomplish and maintain an Agencywide inventory of television equipment, the following actions are in process:

a. A memorandum will be forwarded to the directorates by the Director of Logistics soliciting an inventory of television equipment.

b. The Office of Logistics will consolidate the submissions forwarded in response to the above memorandum and record the inventory in a computerized program.

c. The Office of Logistics will provide Agency components with a consolidated listing of equipment. This listing will be updated on an annual basis.

2. With regard to a plan for coordinated television equipment procurement and maintenance, we propose that the Printing and Photography Division (P&PD), Office of Logistics, which has some expertise in video equipment and production, be designated as the focal point for coordinated television equipment procurement. As such, P&PD would assume responsibility for television equipment and service similar to their responsibility for the Agencywide copier management program, the responsibility of the Office of Data Processing for computer equipment, and the Office of Communications responsibility for communications equipment. This responsibility would encompass the approval, procurement, and disposal of all television equipment and the maintenance thereof to ensure that a coordinated equipment procurement and maintenance program can be realized.

3. Unless otherwise directed, we will move ahead with the plan as outlined in paragraph 2 above.

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Harry E. Fitzwater

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